

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE Instruction and Information Sheet

The following information is designed to help you complete the application form properly and understand the credentialing process. Remove this instruction section before you submit your application and keep it with a photocopy of the complete application packet until your document is in your possession.

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion. You are responsible for providing the appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.

Throughout these instructions we will use the word "credential" to mean any type of credential, certificate, or permit we issue, unless the specific title of the document is important.

If you are RENEWING a clear credential, you need to complete only Sections 1, 2, 3, 4, 9, & 10.

SECTION 1: PERSONAL INFORMATION

Type or print using black ink all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. If your address changes before you get your document, be sure to notify us in writing of the change and include your full name and social security number so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility. Information displayed on the documents you hold or have held is public information except your SSN and home address. In addition, the Commission may share with past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. All other information is personal and may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for our agency to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion. You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment and Waivers Division, 1812 9th Street, Sacramento, California 95814-7000, (916) 445-7254, is responsible for the maintenance of this information.

SECTION 2: TYPE OF APPLICATION

Check the appropriate box to indicate whether this is your FIRST CREDENTIAL (see next paragraph for information about fingerprint cards); a NEW TYPE OF CREDENTIAL (list the title of your other credential); EXCHANGE when exchanging an LDS for a CLAD, BCC for a BCLAD or a Librarianship for a Library Media Teacher; the RENEWAL of a credential you already hold (please include a photocopy of the credential you are renewing, if available); an ADDED or SUPPLEMENTARY AUTHORIZATION (subject, major, or minor) added to your current teaching credential; or OTHER, such as a request for an extension of time to complete requirements.

If this application is for your FIRST CREDENTIAL and you do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include a completed Character and Identification Clearance Form (41-CIC) and two fingerprint cards (form BID 7 revised 11/87 or later) with your application. There is a fee for the processing of fingerprint cards through the California Department of Justice and the FBI. See the attached fee schedule for the amount of the fee. Include that amount when you calculate the total amount of your check.

SECTION 3: TITLE OF CREDENTIAL

Write the TITLE of the credential (including the credential code) on the line provided. Be sure to list the appropriate authorized fields, supplementary subjects, bilingual language and emphasis program if applicable. *A separate application form and fee is required for each credential for which you apply;* however, you may include just one set of supporting materials, such as transcripts, if you submit the applications together in one packet.

Credentials issued by the Commission on Teacher Credentialing:

Single Subject (TC1) <i>list authorized field</i> (<i>Departmentalized Classroom</i>)	Designated Subjects Adult Full-Time (TC4) Adult Part-Time (TC4) Vocational Full-Time (TC4) Vocational Part-Time (TC4) Special Subjects (TC4S) Supervision & Coordination (SA4)	Resource Specialist (SA1) Adapted PE (SA7) CLAD Certificate (SA12) BCLAD Certificate (SA14) <i>list language</i>
Multiple Subject (TC2) (<i>Self-Contained Classroom</i>)	Administrative (SC1A) Library Media (SC2A) Health (SC3) <i>list authorized field</i>	Children's Center Instruction Permit (P10I) Children's Center Supervision Permit (P10S) Special Center Permit (P6) <u>FOR RENEWAL ONLY</u> (<i>Documents initially issued prior to 9/76</i>)
Specialist Instruction Agriculture (TC3A) Bilingual (TC3B) Early Childhood Education (TC3C) Gifted (TC3D) Health Science (TC3E) Mathematics (TC3F) Reading & Language Arts (TC3G) Special Education (TC3H) <i>list authorized field</i>	Clinical or Rehabilitative (SC4) <i>list authorized field</i> Pupil Personnel (SC5) <i>list authorized field</i>	Standard (STC) <i>list type</i> General (GT) <i>list type</i>
30-Day Substitute Teaching Permit (SUBP)		

SECTION 4: TERM OF CREDENTIAL

Check the box to indicate the TERM of the credential for which you are applying.

If you are CURRENTLY COMPLETING YOUR PROFESSIONAL PREPARATION PROGRAM at a California college or university, you must file your application with them and receive their formal recommendation for the internship, preliminary, clear, professional, or professional clear credential.

If you are not being recommended for the credential and are EMPLOYED OR HAVE A COMMITMENT FOR EMPLOYMENT IN CALIFORNIA, especially if you are applying for an emergency, one-year nonrenewable (OYNR), or district internship credential which requires a statement of need or employment, you should apply through your employing school district or county office of education. This also establishes the proper filing date for the application and ensures that all of your service will be covered by the credential. Applications for emergency permits, other than 30-Day Substitute Permits, must be filed by your employer and must include the employing agency's name and CDS Code, when applicable, in the boxes provided in section 1 on the application.

If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us.

The Certificate of Eligibility is for applicants who qualify for the Preliminary Administrative Services Credential, but who are not currently employed in an administrative position.

SECTION 5: EDUCATION

List your high school graduation and college or university degrees as shown. Official transcripts for applicable course work bearing the raised seal of the institution or the registrar's signature in ink must accompany your application. Grade cards are not acceptable. If you apply through a school district, county office of education, or college or university, you may include photocopies as long as the agency submitting the application verifies that they are true copies of the originals. Do not have any college or

university mail transcripts directly to this office separate from the application. If the college or university will not release the official transcripts to you, contact your employer to see if they will allow you to file your application with them so that you can request that the transcripts be sent directly from the institution to your employer, who can attach them to the application and forward the packet to us.

FIRST TIME APPLICANTS must submit a complete set of official transcripts.

Applicants for a **NEW TYPE OF CREDENTIAL** or **SUPPLEMENTARY AUTHORIZATION** must submit official transcripts showing all degrees and courses required for the issuance of that credential.

Applicants for the **RENEWAL** of a credential only need to submit official transcripts showing completion of renewal requirements. If no course work was required for this renewal, no transcripts need be submitted.

Applicants who completed their degree or professional preparation **OUTSIDE** of the **UNITED STATES** must have their degrees and transcripts evaluated by an agency approved by the Commission prior to submitting their application. Call our office to request specific information about this process, including a list of approved evaluating agencies. (Call 916 445-7254 and press 1-1-1-2)

SECTION 6: EXAMINATIONS

If you took an examination to qualify for **THIS ISSUANCE** of this credential, check the box on the application. There is a filing fee required for each subject to be listed on the basis of one or more NTE/PRAXIS or SSAT exams. See the attached fee schedule for the amount of the fee. Include that amount when you calculate the total amount of your check.

SECTION 7: EXPERIENCE

If experience is a requirement for this credential, mark the box on the application. Use form 41-EXP or have your current and/or previous employers write letters verifying your applicable experience. The letter should be on letterhead paper and include the type of experience and whether it is paid or volunteer, or full- or part-time (if part-time, state number of hours worked per day, week, or month); the grade level of experience; the beginning and ending dates of employment; the title of the individual who wrote and signed the letter; and the date the letter was written. Do not have any employer mail form 41-EXP or experience letters directly to this office separately from your application. If you apply through a school district, county office of education, or college or university, you may include photocopies as long as the agency submitting the application verifies that they are true copies of the originals.

SECTION 8: EMERGENCY PERMITS

Identify the employing agency that is requesting the permit.

SECTION 9: PERSONAL AND PROFESSIONAL FITNESS

You are required to answer all questions. If you answer "yes" to a question, you must submit a full explanation on a separate sheet of paper.

You are required to disclose *all* criminal convictions occurring within the past five years, including convictions based on a plea of no contest. You must disclose a conviction even if the case has been dismissed pursuant to Penal Code Section 1203.4.

WARNING: Failure to disclose information and/or false or deceitful answers could lead to criminal prosecution, denial of your application and/or revocation of other credentials you currently hold.

SECTION 10: OATH AND AFFIDAVIT

You must write the current date and the city, county, and state where you are at the time you sign the oath. Sign your full legal name as printed at the top of page 1 of the application.

ADDITIONAL INFORMATION:

OTHER SUPPORTING MATERIALS

You are responsible for submitting all supporting materials required for the type of credential for which you are applying. For renewals, read your document and any evaluation letters you received carefully to be sure you have not forgotten something.

If this is your first application for this type of credential and you hold an OUT-OF-STATE CREDENTIAL/CERTIFICATE/LICENSE authorizing this type of public school service, include a photocopy of that document.

If you are applying for the renewal of a professional clear credential, include your original PROFESSIONAL GROWTH PLAN AND RECORD FORM signed by both you and your professional growth advisor and the VERIFICATION OF SUCCESSFUL SERVICE FORM signed by your employer.

If you are applying for a Designated Subjects Adult or Vocational Education Credential other than for the renewal of a clear credential, you will need the recommendation of an approved Local Education Agency or Employing School District. Call our office to request a list of approved LEAs.

FEES

Attach a CERTIFIED CHECK OR MONEY ORDER for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to us. Be sure to include the required fees for all applications, fingerprint cards, and examination scores that you are currently submitting. See the enclosed fee schedule to determine the correct amount. Make checks payable to the *Commission on Teacher Credentialing*. If you are applying through a college or university, county office of education, or school district office, you might be asked to make the check payable to that *agency* so that they can submit a single check to us for all of their applicants. The application fee is considered earned when the application is received and is **not refundable** (Ref. Title 5, California Code of Regulations, §80487). A service charge will be assessed for a check which does not clear the bank. The credential application and fee remain valid for one year provided all requirements for the credential were completed on or prior to the date of application.

THE MAILING OF YOUR DOCUMENT

If you already have a fingerprint clearance on file with us, your credential will be printed and mailed to you once it is granted. If you submitted fingerprint cards with your application, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the California Department of Justice and the FBI for processing. Fingerprint processing generally takes three to six months. When we receive clearance from both DOJ and FBI, your credential will be printed and mailed. **If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit it in a timely manner.**

Your credential document will be mailed directly to you unless you were recommended for the credential by a college or university, in which case it will be sent to the institution and they will forward it to you. The application form and supporting materials will not be returned to you.

Title 5, California Code of Regulations, §80443, sets a minimum processing time for completed applications. Applicants not notified of their credential status within 75 working days after the Commission receives the application have the right to file an appeal, in writing, with the Executive Director of the Commission for a refund of the filing fee. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint card processing are not subject to the 75-day restriction. The Commission may deny the refund request if the Commission's application workload exceeds by 15% the number of applications processed in the same quarter of the previous year, or if other statutory mandates cause an unforeseeable delay in application processing.

If you would like notice that your application form has been received by the Commission, request a return receipt through the Post Office when you mail the application packet.

If you need additional information about credentialing in California or about filing your application, you may write to us at the Commission on Teacher Credentialing, Box 944270, Sacramento, CA 94244-2700 or call us at (916) 445-7254. Additional application forms and information are also available at county offices of education, school district offices, and in the education offices at colleges and universities with Commission-approved professional preparation programs.

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification See Instructions)

Commission Use Only: Fee Information		County/District/Institution Use Only: Filing Date
APP	FP	
EXAM	OTHER	
Fee Stamp		
Mail to: STATE OF CALIFORNIA COMMISSION ON TEACHER CREDENTIALING BOX 944270 (1812 9th Street) SACRAMENTO, CALIFORNIA 94244-2700		<input type="checkbox"/> Appeal: CTC or RGA _____ <input type="checkbox"/> Route to _____ <input type="checkbox"/> IHE Recommendation Attached

1. PERSONAL INFORMATION (Type or print using black ink)

Social Security Number: - - (optional)

Date of Birth - -
Month Day Year

Applicant's Full Legal Name: _____
First Middle Last

Home Phone () _____

Work Phone () _____

Mailing Address _____

Current California County of Public School Employment _____

Former (Including First, Name(s): Last or Maiden) _____ City State ZIP Code

County CDS Code: _____

For Emergency Permits see #8

2. TYPE OF APPLICATION (check one) ☐ First credential (see instructions about fingerprint cards)

- ☐ New type of credential (other credential held: _____) ☐ Exchange
- ☐ Renewal (attach photocopy if available) ☐ Added or Supplementary Authorization ☐ Other _____

3. TITLE OF CREDENTIAL Complete the requested information below from the options listed on page ii of the instructions. Complete a separate application for each credential for which you are applying.

Title _____

Authorized Field(s) _____ (if applicable) Supplementary Authorization(s) _____ (if applicable)

Bilingual Language (if applicable) _____ Emphasis Program (if applicable) _____

- ## 4. TERM OF CREDENTIAL (check one)
- ☐ Emergency ☐ One-Year Nonrenewable ☐ District Internship
- ☐ College Internship ☐ Preliminary ☐ Clear ☐ Professional ☐ Professional Clear
- ☐ Certificate of Eligibility ☐ Regular Children's Center Permit ☐ Life Children's Center Permit
- ☐ Limited Assignment Emergency

Please complete page 2 

Commission Use Only	Do not write below this line
<input type="checkbox"/> Mail PGM <input type="checkbox"/> Mail To _____	
FPRT date of first FPCO still in MI _____	
CO Initials _____ Date _____	
<input type="checkbox"/> Reject Mailed <input type="checkbox"/> FPCO Mailed	
FP Reject:	
DOJ/FBI Initials _____ Date _____	
DOJ/FBI _____	
DOJ/FBI _____	

Bar Coded Label

5. EDUCATION Did you graduate from high school? ☐ Yes: Date _____ 19 ____ ☐ No

List all colleges and universities attended. Use an extra sheet of paper if needed. A complete set of official transcripts must accompany the INITIAL APPLICATION for each credential. For RENEWALS, include official transcripts of renewal course work only. Official transcripts have the raised seal of the institution or the registrar's signature in ink.

Name of Institution	Location (If other than US, see Instructions for Section 5.)	Dates of Attendance		Degree and Subject/Major	Date Granted
		From	To		

6. EXAMINATIONS

☐ Check here if you have enclosed the original score report or verification transcript of the examination you took to qualify for THIS ISSUANCE of this credential. Include the test development fee when applicable, refer to fee schedule.

7. EXPERIENCE

☐ Check here if you have enclosed the verification of experience form (41-EXP) or a letter of experience that is required for THIS ISSUANCE of this credential.

8. EMERGENCY PERMITS

Applications for emergency permits, except 30-Day Substitute Teaching Permits, must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

County of Employment _____ CDS Code _____

☐ School District CDS Code _____ ☐ Charter School _____

☐ Non-Public School or Agency _____

Statewide Agency _____

9. PERSONAL AND PROFESSIONAL FITNESS (MUST BE COMPLETED EACH TIME YOU APPLY.)

Answer the questions below by checking "yes" or "no." **If you answer "yes" to any question, you must submit a full explanation using a separate sheet of paper.**

	Yes	No
a. Within the past five years, have you been dismissed, resigned from, or otherwise left school employment because of allegations of misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
b. Within the past five years, have you been convicted, including a conviction based on a plea of no contest, of <i>any</i> felony or misdemeanor in California or any other place?	<input type="checkbox"/>	<input type="checkbox"/>
c. Are you currently the subject of <i>any</i> inquiry or investigation by any licensing agency or law enforcement agency?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are <i>any</i> criminal charges currently pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
e. Is <i>any</i> disciplinary action now pending against you in any school district?	<input type="checkbox"/>	<input type="checkbox"/>
f. Have you ever had <i>any credential</i> , including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other place?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have you ever had <i>any application</i> for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?	<input type="checkbox"/>	<input type="checkbox"/>

10. OATH AND AFFIDAVIT (ALL INFORMATION MUST BE COMPLETED EACH TIME YOU APPLY.)

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____

SIGNATURE OF APPLICANT _____

(Sign your full legal name as printed at the top of page 1.)

IMPORTANT: Make a copy of this entire application packet including supporting materials before you submit it, and keep that copy until the document is in your possession. See page ii, Section 4, of the instructions for information on where and how to submit your application.

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Box 944270 (1812 9th Street)

Sacramento, CA 94244-2700

(916) 445-7254

FEE INFORMATION

Fees are collected as authorized in Title 5, California Code of Regulations, §80487. Title 5 Regulations further state that fees that accompany an application for issuance, reissuance, or renewal are considered earned upon receipt and SHALL NOT BE REFUNDED. It is current Commission policy not to refund any fees associated with the processing of a credential, permit, or certificate.

The credential application and fee will remain valid for a one-year period only, provided all requirements for that credential were completed as of the date of application. Fees should be submitted in the form of a certified check or money order made payable to the Commission on Teacher Credentialing.

First-time applicants:

- application processing fee for each credential requested.....\$70.00
- fingerprint cards processing fee through
 - California Department of Justice\$32.00
 - FBI\$24.00
- TOTAL \$126.00

Applicants who already have a file with the Commission:

- application processing fee for each credential requested.....\$70.00

Applicants for a Certificate of Clearance:

- application processing fee.....\$35.00
- fingerprint cards processing fee through
 - California Department of Justice\$32.00
 - FBI\$24.00
- TOTAL.....\$91.00

Applicants submitting a **Certificate of Eligibility** with an application for an Administrative Service Credential

- application processing fee.....\$35.00

Applicants submitting a Subject-Matter Assessment score as a requirement for a credential:

- for each subject to be initially listed on a Multiple or Single Subject Teaching Credential based on the passage of one or more examinations **if all applicable examinations were passed prior to Oct. 26, 1996**\$30.00
 (note: if any section of the examination was passed after Oct. 26, 1996, no exam fee is necessary)
- for applicants who elect to verify the teaching of reading requirement for the Single or Multiple Subject Teaching Credential by submitting a passing score on Praxis Series Subject Assessment entitled "Introduction to the Teaching of Reading" **if the examination was passed prior to Oct. 26, 1996**.....\$30.00

- Request for Duplicate (use form CL-566).....\$35.00
- Request for Name Change (use form CL-541).....\$35.00
- Request for Restriction Change.....\$35.00
- Exchange of LDS or BCC (must send original certificate) for CLAD OR BCLAD.....\$35.00

APPLICATION FOR CHARACTER AND IDENTIFICATION CLEARANCE INSTRUCTIONS AND INFORMATION

READ THE INSTRUCTIONS FULLY BEFORE COMPLETING THE APPLICATION.

To apply for a Certificate of Clearance and/or a first credential you must submit *all* of the following:

- ☐ 1. Application Form (41-CIC) and fee of \$35.00* (if applying for only Certificate of Clearance)
 - ☐ 2. Application Form (41-4) and fee of \$70.00* (if applying for first credential)
 - ☐ 3. Two fingerprint cards
 - ☐ 4. Fingerprint fee of \$56.00* (FBI fingerprint fee of \$24.00* and DOJ fee of \$32.00*)
- The total fee for a Certificate of Clearance only is \$91.00*. The total fee for a first credential is \$126. (Note that fees are subject to change; please see form CL-659 for current fees.)

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion.

SECTION 1: PERSONAL INFORMATION

Type or print, using black ink, all information required on the application. Use your full legal name. You must also list all former names, including your maiden name. If your address changes before you get your document, be sure to notify us in writing of the change and include your full name and social security number on the correspondence. Fill in your sex, height, weight, and eye and hair color. This information should be identical to the information provided on the fingerprint cards.

SECTION 2: CHARACTER AND FITNESS

Read the questions carefully before you answer them. If you answer "yes" to any question, you must submit a full explanation and your application will be referred to staff working with the Committee of Credentials for evaluation of your fitness to teach, or fitness or competence to perform other duties which would be authorized by the credential.

Note: Information you provide is subject to investigation of your moral character and true identity by means of review of information, reports, records, and other data from any agency or department of the state or any political subdivision of the state, whether chartered or not, when secured by the Commission for such purposes.

SECTION 3: OATH, AFFIDAVIT AND RELEASE

California law requires every person applying for a certificate to complete the "Oath and Affidavit," without alteration, and sign his or her full legal name as printed at the top of page 1 of this application. If you do not sign the "Oath and Affidavit," as stated, your application may be rejected or denied.

ADDITIONAL INFORMATION

FEES

Attach a CERTIFIED CHECK OR MONEY ORDER for the total amount shown on the front of the application. A personal check is acceptable if you are mailing the application directly to us. Be sure to include the required fees for all applications and fingerprint cards. Make checks payable to the *Commission on Teacher Credentialing*. If you are applying through a college or university, county office of education, or school district office, you might be asked to make the check payable to that *agency* so that they can submit a single check to us for all of their applicants. The application fee is considered earned when the application is received and is not refundable. A service charge will be assessed for a check which does not clear the bank. The credential application and fee remain valid for one year provided all requirements for the credential were completed on or prior to the date of application. Fees are subject to change.

INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS

Fingerprint cards are required. Fingerprint cards may also be required if a credential has expired, been revoked or an application was denied, rejected or withdrawn.

Your fingerprints may be taken by a local, county, state or federal law enforcement officer, or by the district, county, or college office of education if they provide the service. ***Do not bend or fold the cards.*** Use standard three-letter abbreviations for your physical description: BLK=black, BRN=brown, BLD=blond, GRY=gray, BLU=blue, GRN=green, HZL=hazel, etc. Your name and signature on the fingerprint cards must be the same as you write them on this application form. There is a fee for the processing of fingerprint cards through the California Department of Justice and the FBI. See page 1 for the fee required for fingerprint card processing. Include that amount when you calculate the total amount of your check.

Your fingerprint cards are forwarded to the California Department of Justice and the FBI for processing. Processing generally takes three to six months. If your application is returned to you at any point in the processing, you will need to follow the directions included and resubmit the application in a timely manner.

PROCESSING TIME

California Code of Regulations, Title 5, Section 80443, sets a maximum processing time for completed applications. Applications delayed by a Commission appeal, Professional Practices review, or fingerprint card processing are not subject to the 75-day restriction. Applicants not notified of their credential status within 75 working days after the Commission received the application have the right to file an appeal, in writing, with the Executive Director of the Commission for a refund of the filing fee. The Commission may deny the refund request if the Commission's application workload exceeds by 15% the number of applications processed in the same quarter of the previous year, or if other statutory mandates cause an unforeseeable delay in application processing.

If you would like notice that your application has been received by the Commission, request a return receipt through the Post Office when you mail the application packet.

If you need additional information, write to the Commission on Teacher Credentialing, Box 944270, Sacramento, CA 94244-2700 or call (916) 445-7254. Additional application forms and information are also available at county offices of education, school district offices, and in the education offices of colleges and universities.

CRIMINAL CONVICTION INFORMATION

When Do You Have to Disclose a Criminal Conviction?

You are required to disclose *all* criminal convictions. A court order pursuant to Penal Code Section 1203.4(a) states that the order does not relieve the person of the obligation to disclose the conviction in response to any direct question contained in any questionnaire or application for public office or for licensure by any state or local agency. *Therefore, you must disclose the conviction even if you have obtained an order pursuant to Penal Code Section 1203.4.*

A plea of *nolo contendere* to a criminal charge results in a conviction which must be disclosed.

Failure to report a conviction or disciplinary action by a state licensing agency is considered falsification of your application and is grounds for denial of your application.

Do Some Offenses Result in Mandatory Denial or Revocation of Credentials?

Certain types of offenses are conclusively presumed to involve moral turpitude and to be related to an applicant's fitness or competence to perform certificated services. The Commission is prohibited by law from issuing any credential to a person who has been convicted of any sex offense defined under Education Code Section 44010 or of any narcotics offense defined under Education Code Section 44011, or who has been judicially determined to be a mentally disordered sex offender under any applicable law.

A list of the specific offenses listed in Sections 44010, 44011, and 44424 of the Education Code can be obtained by calling the Division of Professional Practices of the Commission at (916) 445-0243. When reporting conviction or disciplinary action, the applicant is required to make a full written explanation of: the underlying circumstances, the date of the incident(s), date of conviction(s) or disciplinary action, specific section of law violated (cite section of law if convicted), court location, sanctions or penalties imposed by the court or licensing agency, and the name and address of the investigating authority.

To make a determination in these cases, the Commission and the Committee of Credentials consider the nature and severity of the offense, its relationship to teaching, recency of the acts or crimes, compliance with court sanctions, and any evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable, documented evidence of rehabilitation. Examples of such rehabilitative evidence include:

- recent, dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems;
- letters on official letterhead from professional counselors, instructors, employers, probation or parole officers;
- letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse;
- proof of community work, schooling, or other self-improvement efforts;
- certified court order expunging record or certificate of rehabilitation;
- current mental status examination by a clinical psychologist, including psychological testing, if applicable.

INFORMATION COLLECTION AND ACCESS

The Information Practices Act of 1977 provides that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, date of birth and social security number are used to provide proper identification for the processing of your

application. Your Social Security number may also be used for purposes of compliance with any court order or judgment for family support in accordance with section 11350.6 of the Welfare and Institutions Code. Other information is used to determine your eligibility. All such information is personal and may be disclosed to the public only with your permission or in accordance with the law. The information requested is mandatory and necessary for our agency to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion. You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of the Certification, Assignment and Waivers Division of the Commission on Teacher Credentialing, 1812 9th Street, Sacramento, California 95814-7000, (916) 445-7254, is responsible for the maintenance of this information.

Mail to:
STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
BOX 944270, (1812 9th Street)
SACRAMENTO, CALIFORNIA 94244-2700

APPLICATION FOR CHARACTER AND IDENTIFICATION CLEARANCE

(For Privacy Act Notification see Instructions)

Commission Use Only: Fee Information	
App FP	Filing Date:
Fee Stamp	

SECTION 1. PERSONAL INFORMATION

(PLEASE PRINT OR TYPE USING BLACK INK)

Social Security Number _____ - _____ - _____ Date of Birth _____

Applicant's Full
Legal Name: _____ Home Phone () _____
First Middle and/or Maiden Last Area Code

Mailing Address: _____ Work Phone () _____
 Street or P.O. Box Number
 Area Code

City	State	Zip Code					

Former Name(s): _____ Current California County of Public School Employment _____
(Including First, Last or Maiden)

SECTION 2. CHARACTER AND FITNESS

Answer each question by checking "yes" or "no" whichever is true. If you answer "yes" to any question, please attach a full explanation of your answer.

		YES	NO
1.	Have you ever held a Certificate of Clearance or a California credential or permit authorizing teaching or service in California public schools?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever held a credential or license authorizing service in the public schools in another state?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer "yes" you must complete the "Verification of Good Standing" form and return it with this application.

3. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state or place? ☐ ☐

If you answer "yes" you must complete the "Criminal Conviction" form for each conviction and return it with this application.

4. Do you have any mental or physical disability or communicable or contagious disease which would prevent you from teaching or performing other certified services? ☐ ☐

- | | YES | NO |
|--|--------------------------|--------------------------|
| 5. Are you addicted to the use of intoxicating beverages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you addicted to the use of any narcotics or drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever had any credential including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or any other state or place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you been dismissed, resigned from, entered into a settlement agreement, or otherwise left school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are you now the subject of any inquiry, review or investigation by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school district or before any teacher licensing agency or court in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you currently have any outstanding criminal charges pending against you in California or in any state or place?
If you answer "yes" you must complete the "Criminal Conviction" form for each pending criminal charge and return it with this application. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you ever had any disciplinary action, (including an action which was stayed by the licensing agency) taken against any professional or vocational license in California or any other state or place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If you are applying through a college to student teach or for other supervised practice complete the following: | | |

Name of College or University _____

Address _____ First day of student teaching _____
Day Month Year

SECTION 3. OATH, AFFIDAVIT AND RELEASE

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury that all the foregoing statements in this application are true and correct.

By signing this form I consent to the release of information to the Commission for the purpose of ascertaining my moral character and true identity, pursuant to Education Code §44341.

Date _____ City _____ County _____ State _____
Month Day Year

SIGNATURE _____

Sign your full name as printed at the top of page 1

COMMISSION USE ONLY - - - - DO NOT WRITE BELOW THIS LINE

ACTION

☐ Grant ☐ Deny ☐ Reject
☐ Special Committee Action

DIRECTIONS

☐ DO NOT PRINT C/C
☐ DO NOT MAIL C/C

BASIS

☐ Direct Application
☐ IHE Recommendation

CASHIERING REJECT Initials _____ Date _____

F P CARD PREVIOUSLY SUBMITTED ☐ YES ☐ REPRINT ☐ NO

FBI/DOJ CARDS sent to BID _____
Date/Initial

DOJ CLEAR/RAP _____
Date/Initial

FBI CLEAR/RAP _____
Date/Initial

CC Reject Mailed _____
Date/Initial

CC Grant _____
Date/Initial

FBI/DOJ FINGERPRINT CARDS

REPRINT _____

REJECT _____

REPRINT _____

REJECT _____

REPRINT _____

REJECT _____

DPP ACTION

App Pack Reject _____
Date/Initial

COMMITTEE OF CREDENTIALS ACTION

GRANT _____
C of C Meeting Date

DENY _____
C of C Meeting Date

PASTE LABEL HERE

QC--CC Mailed

COMMISSION ON TEACHER CREDENTIALING

P.O. Box 944270 (1812 Ninth Street)
 Sacramento, California 95814-7000
 (916) 324-7608



**VERIFICATION OF GOOD STANDING
 (CREDENTIALS HELD IN OTHER STATES)**

SECTION A TO BE COMPLETED BY THE APPLICANT AND INCLUDED WITH THE APPLICATION. DO NOT SEND THIS FORM TO THE STATE(S) WHERE YOU HAVE BEEN CERTIFIED OR CREDENTIALLED. THE COMMISSION WILL REQUEST THE INFORMATION.

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Applicant's Full

Legal Name: _____ Former Name(s): _____
 First Middle Last

Mailing

Address: _____
 Street Address

 City State Zip Code

State	Type of Credential

I declare under penalty of perjury that the foregoing is true and correct. I hereby authorize the above mentioned state(s) to release any information concerning my certification to the California Commission on Teacher Credentialing.

Date _____ Signature _____

SECTION B - - TO BE COMPLETED BY THE STATE CREDENTIALING OFFICE

- Is this individual the subject of any inquiry, review or investigation in connection with alleged misconduct?
☐ Yes ☐ No
- Is this person currently, or has this person ever been, subject to any type of disciplinary or adverse action against any credential held by this individual authorizing public school teaching or service?
☐ Yes ☐ No
- Has this individual ever had any credentials authorizing public school teaching or service reprovoked, suspended, revoked, voided, denied and/or otherwise rejected for cause?
☐ Yes ☐ No
- Do you have any information this individual left employment to avoid dismissal?
☐ Yes ☐ No

Agency	Date
Address	Signature

CRIMINAL CONVICTION FORM

(To be completed only if you checked "yes" to questions 3 or 10 of the application.)

If you checked "yes" to questions 3 or 10 of the application, you ***must provide*** the documents listed below, and ***fully complete*** the reverse side of this form for each conviction. You may use a photocopy of this form if you have more than one conviction to report.

The following documentation is required before your file can be reviewed:

Conviction of a Crime

1. Certified copy of the complete investigative or arrest report(s) from the arresting law enforcement agency.
2. Certified copy of the court documents showing the charges filed against you, including the criminal complaint or information.
3. Certified copies of the complete court docket showing the plea you entered, sentencing and verification that the conditions of probation were satisfied.

Note: if any of these records have been purged, a statement verifying that fact must be received from the court, or law enforcement agency, on official letterhead.

Alcohol or Drug Offense

1. All information listed above under "Conviction of a Crime."
2. Certified copies of the certificate(s) of completion for each program attended.
3. Letter from program counselor(s), on official letterhead, verifying successful completion, indicating the type of treatment received, the duration, and the status of your rehabilitation at the time of completion.
4. Printout of Department of Motor Vehicles record.

Note: if any of these records have been purged, a statement verifying that fact must be received from the court, or law enforcement agency, on official letterhead.

Optional Information

You may also wish to submit acceptable, documented evidence of rehabilitation. Examples of such rehabilitative evidence include:

- recent, dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems;
- letters on official letterhead from professional counselors, instructors, employers, probation or parole officers;
- letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse;
- proof of community work, schooling, or other self-improvement efforts;
- certified court order expunging record or certificate of rehabilitation;
- current mental status examination by a clinical psychologist, including psychological testing, if applicable.

CRIMINAL CONVICTION

(Complete a separate form for each conviction. You may photocopy this form.)

Convicted of: _____

Date of offense: _____

Name of arresting agency (Police or Sheriff's Office): _____

Court of Jurisdiction: _____

Plea and conditions of probation, if any: _____

Details of the incident: _____

(You may attach any further explanation of the incident)

I declare under penalty of perjury that the foregoing, including any attachment, is true and correct. I hereby authorize the above listed courts and law enforcement agencies to release any information concerning me to the California Commission on Teacher Credentialing.

Date: _____ Signature: _____

Printed name: _____

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Box 944270

Sacramento, CA 94244-2700

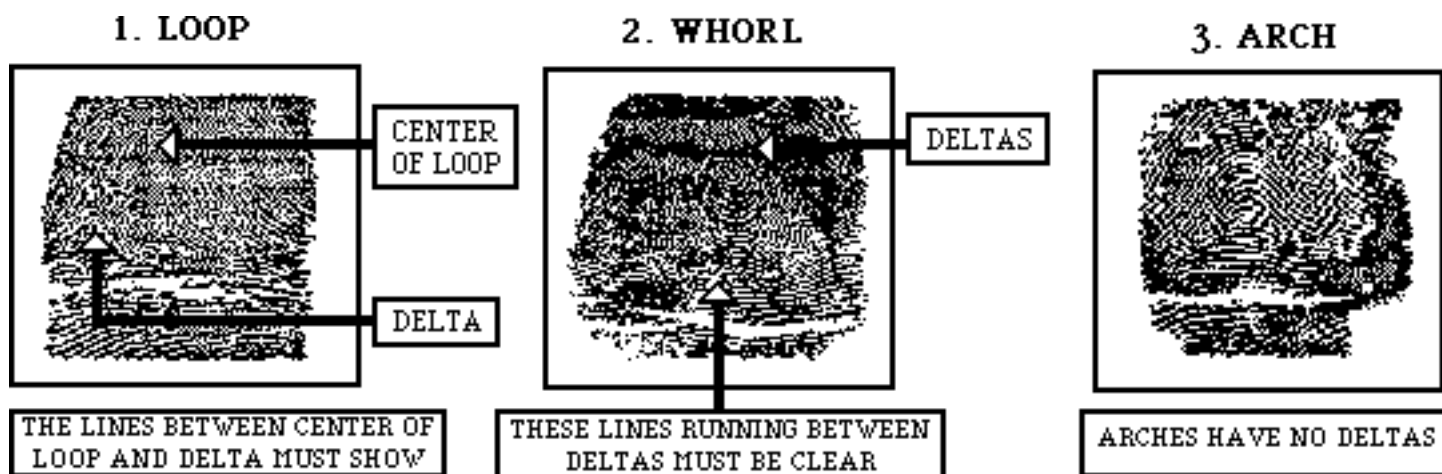
IMPORTANT!! READ CAREFULLY BEFORE HAVING YOUR FINGERPRINTS TAKEN

Because of the tremendous volume of fingerprint cards processed by the California Department of Justice and the Federal Bureau of Investigation, it is essential that all cards submitted be accurate and complete.

Two fingerprint cards (form BID-7 revised 11/87) are required from each applicant for a credential, permit or certificate, unless ACCEPTABLE cards have been submitted to the Commission on Teacher Credentialing since September 21, 1951, the effective date of the requirement. The fee required for processing these cards through the two agencies must be attached when the cards are first submitted. (See "Pink Sheet" form CL-659 for current fee.) The cards cannot be folded or have anything stapled or glued to them. We cannot accept red and white or black and white criminal identification cards, photocopies of fingerprint cards, or ink any color other than black. Submission of incomplete or unacceptable fingerprint cards will result in a delay in processing your application for a credential, permit or certificate.

Prints may be taken by any city police department or sheriff's office. A fee is occasionally charged. Prints may also be taken by trained personnel in the office of a California county or district superintendent of schools or any other authorized agency. (In Sacramento, the Department of Justice, 4949 Broadway, provides this service for a fee.) The signature of the person taking the prints must appear on the fingerprint cards.

Most fingerprints fall into the patterns shown below:



1. Prints must be rolled from nail to nail and the ridges should be sharp and distinct.
2. Cards must carry the complete PHYSICAL DESCRIPTION of the applicant, including color of eyes and hair, height, weight, birthdate and signature in ink. Abbreviations for hair and eye color may be used; please use BLK (Black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (Hazel). Since the cards cannot be properly indexed by the Department of Justice or the FBI without this information, incomplete cards will be returned to the applicant. It is also helpful that the applicant complete the box for the social security number. See sample on the reverse.
3. If you are missing a digit or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the prints (in the case of missing digits or a deformity) or from a doctor (in the case of a skin irritation). Attach the statement to your fingerprint cards at the time you submit them. You may be required to submit several fingerprint cards until the Department of Justice or FBI is able to piece together a classifiable set of prints.

ON YOUR FINGERPRINT CARDS, PLEASE COMPLETE THE AREAS THAT ARE CIRCLED ON THE SAMPLE BELOW. INCOMPLETE FINGERPRINT CARDS WILL BE RETURNED TO THE APPLICANT CAUSING A DELAY IN THE PROCESSING OF THE APPLICATION AND ISSUANCE OF THE CREDENTIAL.

PLACEMENT INFORMATION

The California Commission on Teacher Credentialing does not maintain a teacher, or other certificated employee, recruitment and placement service. Applications for employment should be made to individual school districts. Information about school districts, pay scales, and other personnel-related matters is available from the offices of the individual county superintendents of schools listed on the reverse of this form. The following directories, which offer additional information, may be ordered from the California State Department of Education, Bureau of Publications, Sales Unit, P.O. Box 271, Sacramento, CA 95812-0271, Telephone Number (916) 445-1260.

California Public School Directory	\$17.50 (plus sales tax appropriate to California county of residence)
Private Elementary and High School Directory	\$17.50 (plus sales tax appropriate to California county of residence)

TYPES OF CREDENTIALS ISSUED:

Permits: Children's Center Instruction and Children's Center Supervision.

Teaching Credentials: Multiple Subject (elementary or self-contained classroom), Single Subject (secondary or departmentalized classroom), Specialist Instruction (reading, early childhood, learning handicapped, severely handicapped, communication handicapped, physically handicapped, visually handicapped, gifted, bilingual/crosscultural), Designated Subjects (adult, vocational, special subjects).

Service Credentials: Administration, Librarianship, Health (School Nurse), Clinical or Rehabilitative (speech and hearing therapy), Pupil Personnel (school counseling, school psychology, school social work, and school child welfare and attendance).

Special Authorizations: Adapted Physical Education, Bilingual Crosscultural Language and Academic Development, Crosscultural Language and Academic Development, Resource Specialist.

APPLICATION REQUIREMENTS:

1. Application form 41-4 and current application processing fee,
2. Character and Identification Clearance form 41-CIC, two fingerprint cards, and current fingerprint card processing fee,
3. California Basic Educational Skills Test (CBEST) verification transcript, unless exempt, see form CL-667 for details,
4. Complete set of official transcripts,
5. Photocopies of all out-of-state credentials held, and
6. Letters from employers verifying previous teaching or service experience.

Please note: all of the above information must be submitted in one package. Do not have any piece of information mailed to the Commission under separate cover.

AUTHORIZATION OF CREDENTIALS: The credentials issued by the California Commission on Teacher Credentialing authorize service in preschool, kindergarten, grades 1 through 12, and adult programs in California's public schools. For information about teaching at the community college level, contact the appropriate community college district. For information about teaching at other institutions of higher education, or at private schools, contact the institution or school directly.

DIRECTORY OF CALIFORNIA COUNTY SUPERINTENDENT OF SCHOOLS

COUNTY	SUPERINTENDENT'S NAME AND ADDRESS	TELEPHONE NUMBER
Alameda.....	August Scornaienchi, 313 W. Winton Avenue, Hayward 94544-1198.....	(510) 887-0152
Alpine.....	James W. Parsons, 43 Hawkside Dr., Markleeville 96120	(916) 694-2230
Amador.....	Kenneth Sherer, 217 Rex Avenue, #5, Jackson 95642.....	(209) 223-1750
Butte.....	Jerry McGuire, 1859 Bird Street, Oroville 95965	(916) 538-7237
Calaveras.....	Robert Bach, P.O. Box 760, 373 So. Main St., Angels Camp 95221	(209) 736-4662
Colusa.....	Kay C. Spurgeon, 146 Seventh Street, Colusa 95932	(916) 458-0351
Contra Costa.....	Ronald L. Stewart, 77 Santa Barbara Road, Pleasant Hill 94523.....	(510) 942-3388
Del Norte.....	Gene Edinger, 301 W. Washington Blvd., Crescent City 95531.....	(707) 464-6141
El Dorado.....	Vicki L. Barber, 6767 Green Valley Road, Placerville, CA 95667-9357.....	(916) 622-7130
Fresno.....	Peter G. Mehas, Credential Department, 1111 Van Ness, Fresno 93721.....	(209) 265-3005
Glenn.....	Joni K. Samples, 525 W. Sycamore, Willows 95988.....	(916) 934-6575
Humboldt.....	Louis Bucher, 901 Myrtle Avenue, Eureka 95501.....	(707) 445-5411
Imperial.....	Herb Farrar, 1398 Sperber Road, El Centro 92243	(619) 339-6464
Inyo.....	Ken Baker, 135 S. Jackson Street, P.O. Drawer G, Independence 93526.....	(619) 878-2426
Kern.....	Kelly F. Blanton, 1300 17th Street, Bakersfield 93301-4533.....	(805) 636-4000
Kings.....	Gene Billingsley, 1144 W. Lacey Blvd., Hanford 93230 (Government Ctr)	(209) 584-1441
Lake.....	William Cornelison, 1152 S. Main Street, Lakeport 95453.....	(707) 263-3080
Lassen.....	Wm. P. Gillaspie, 472-013 Johnstonville Rd. North, Susanville 96130	(916) 257-2196
Los Angeles.....	Donald Ingwerson, 9300 E. Imperial Highway, Downey 90242-2890	(310) 922-6111
Madera.....	Sally L. Frazier, 28123 Avenue 14, Madera 93638.....	(209) 673-6051
Marin.....	Mary Jane Burke, 1111 Las Gallinas Ave., P.O. Box 4925, San Rafael 94913.....	(415) 472-4110
Mariposa.....	William Pettus, County Office Bldg., Highway 140, P.O. Box 8, Mariposa 95338.....	(209) 966-3691
Mendocino.....	Dennis Ivey, 2240 Eastside Road, Ukiah 95482.....	(707) 463-4807
Merced.....	Ronald Tiffie, 632 W 13th Street, Merced 95340	(209) 385-8300
Modoc.....	Carol Harbaugh, 139 W. Henderson Street, Alturas 96101	(916) 233-7100
Mono.....	Edward J. Inwood, Emigrant Street, P.O. Box 477, Bridgeport 93517.....	(619) 932-7311
Monterey.....	William D. Barr, P.O. Box 80851, 901 Blanco Circle, Salinas 93912.....	(408) 755-0301
Napa.....	Ed Henderson, 1015 Kaiser Rd., Napa 94558.....	(707) 253-6800
Nevada.....	Terence K. McAteer, 112 Nevada City Hwy, Nevada City 95959.....	(916) 478-6400
Orange.....	John F. Dean, P.O. Box 9050, 200 Kalmus Drive, Costa Mesa 92626.....	(714) 966-4000
Placer.....	John C. Reinking, 360 Nevada Street, Auburn 95603.....	(916) 889-8020
Plumas.....	William J. Cottini, 50 Church St., P.O. Box 10330, Quincy 95971-6009.....	(916) 283-6500
Riverside.....	Dale S. Holmes, 3939 13th Street, P.O. Box 868, Riverside 92502	(909) 788-6530
Sacramento.....	David P. Meaney, 9738 Lincoln Village Drive, Sacramento 95827.....	(916) 228-2500
San Benito.....	James R. Lowry, 460 Fifth Street, Hollister 95023	(408) 637-5393
San Bernardino.....	Barry Pulliam, 601 North E Street, San Bernardino 92410-3093.....	(909) 387-4386
San Diego.....	Rudy M. Castruita, 6401 Linda Vista Road, San Diego 92111-7399.....	(619) 292-3868
San Francisco.....	Waldemar Rojas, 135 Van Ness Avenue, Room 209, San Francisco 94102.....	(415) 241-6151
San Joaquin.....	Fredrick A. Wentworth, Ed. Center, P.O. Box 213030, Stockton 95213-9030.....	(209) 468-4800
San Luis Obispo.....	Linda Shephard, P.O. Box 8105, San Luis Obispo 93403-8105.....	(805) 543-7732
San Mateo.....	Floyd Gonella, 101 Twin Dolphin Drive, Redwood City 94065-1064.....	(415) 802-5300
Santa Barbara.....	William J. Cirone, P.O. Box 6307, 4400 Cathedral Oaks Rd., Santa Barbara 93160.....	(805) 964-4711
Santa Clara.....	Colleen B. Wilcox, 1290 Ridder Park Drive, San Jose 95131-2398.....	(408) 453-6500
Santa Cruz.....	Diane K. Siri, 809 Bay Avenue, Suite H, Capitola 95010.....	(408) 476-7140
Shasta.....	Charles Menoher, 1644 Magnolia Avenue, Redding 96001	(916) 225-0200
Sierra.....	William R. Rouse, #1 Bell Tower Square, P.O. Drawer E, Downieville 95936	(916) 289-3526
Siskiyou.....	Frank Tallerico, 609 South Gold Street, Yreka 96097.....	(916) 842-5751
Solano.....	Wendall Kuykendall, 655 Washington, Fairfield 94533.....	(707) 421-6531
Sonoma.....	Tom Crawford, 5340 Skylane Blvd., Santa Rosa 95403	(707) 524-2600
Stanislaus.....	Martin G. Petersen, 801 County Center Three Court, Modesto 95355.....	(209) 525-5089
Sutter.....	John N. Boyd, County Office Bldg, 463 Second Street, Yuba City 95991	(916) 741-5110
Tehama.....	Marvin E. Locke, P.O. Box 689, 1135 Lincoln Street, Red Bluff 96080.....	(916) 527-5811
Trinity.....	James B. French, P.O. Box 1256, Weaverville 96093	(916) 623-2861
Tulare.....	Jim Vidak, 2637 W. Burrell, P.O. Box 5091, Visalia 93278-5091.....	(209) 733-6300
Tuolumne.....	Orville V. Millhollin, 175 South Fairview Lane, Sonora 95370.....	(209) 533-8710
Ventura.....	Charles Weis, 5189 Verdugo Way, Camarillo 93012.....	(805) 383-1901
Yolo.....	Elizabeth Zemmels, 1240 Harter Avenue, Woodland 95776.....	(916) 668-6700
Yuba.....	Richard D. Teagarden, 938 14th Street, Marysville 95901.....	(916) 741-6231

FOREIGN TRANSCRIPT EVALUATION

If you have completed college or university course work, including a bachelors or higher degree, or a professional preparation program, at an institution in a country other than the United States, and wish to apply for a California teaching or school services credential, permit, or certificate, you **MUST** contact one of the organizations listed on the reverse side of this leaflet for a complete evaluation of foreign transcripts, degrees, and relevant documents. If a college or university in the United States has accepted your coursework from another country, you will nevertheless need to have your coursework evaluated by one of the organizations listed on the reverse of this leaflet, *if you are using the foreign coursework for credentialing purposes*. These organizations are private agencies and do charge a fee for their service. The Commission on Teacher Credentialing has final authority to accept the equivalency of course work.

If you wish to have your education outside the United States evaluated by one of the organizations listed on the reverse side of this leaflet, you must follow the procedures outlined by each individual organization. **You must send original, official documentation when requesting an evaluation**. Additionally, if you are utilizing the World Education Services for an evaluation, it is essential that you indicate on their application that the evaluation is for teaching in California. If you are utilizing the International Education Research Foundation, you should request either a general or detailed report depending on the credential or permit you are applying for. Please see the reverse of this form for more information.

APPLICATION PROCEDURE

When you apply to the Commission for a credential, permit, or certificate, you **must** include the following documentation:

1. a completed *Application for Credential Authorizing Public School Service* (form 41-4) for each credential, permit, or certificate that you are requesting, and the appropriate processing fee;
2. a completed *Application for Character and Identification Clearance* (form 41-CIC) and two fingerprint cards (form BID-7 revised 11/87 or later) along with the appropriate fingerprint card processing fee, unless your prints have previously been processed by the Commission on Teacher Credentialing;
3. the official verification transcript showing that you have passed the California Basic Educational Skills Test (CBEST) if it is required for the credential, permit, or certificate;
4. a photocopy of original transcripts, degrees and relevant documents **AND** the original copy of the evaluation completed by one of the agencies listed above. The Commission on Teacher Credentialing cannot accept the World Education Services evaluation unless it states that the purpose of the WES evaluation is for teacher certification in California;
5. the original score report and the test development and administration fee for the appropriate Praxis Series Subject Assessment scores if required for the credential, permit, or certificate; and
6. letters from previous employers verifying teaching or other school service experience if required for the credential, permit, or certificate.

EDUCATIONAL RECORDS EVALUATION SERVICE
777 Campus Commons Road, Suite 200, Sacramento, CA 95825-8309
Telephone (916) 565-7475 -- FAX (916) 565-7476

Please follow the instructions on ERES application and fee schedule, which are available at the Commission or by writing or calling ERES.

Twenty-four hour or seven-day rush service is available for an additional cost.

INSTITUTE FOR INTERNATIONAL CREDENTIALS EVALUATIONS
AT CALIFORNIA STATE UNIVERSITY, FRESNO
5150 North Maple Avenue, Room 211, Fresno, CA 93740-0056
Telephone (209) 278-7622 -- FAX (209) 278-7879

It is very important that you provide complete and accurate information to IICE and to follow the directions in their application packet.

Three-day priority or twenty-four hour rush service is available for an additional cost.

INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC.
CREDENTIALS EVALUATION SERVICE
P.O. BOX 66940, LOS ANGELES, CALIFORNIA 90066 (310) 390-6276
APPLICATION FOR CREDENTIALS EVALUATION REPORT

B. Evaluation Request:

1. Identify your field of study (check one box only)

☒ Academic (non-health profession)

NOTE: A General Report is sufficient if you are applying for an emergency permit for 30-day substitute teaching service. All other credential applications require a Detailed Report.

Five business day or twenty-four hour rush service is available for an additional cost.

WORLD EDUCATION SERVICES
P.O. Box 745 • Old Chelsea Station • New York, N.Y. 10113-0745
APPLICATION FOR EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS

Be sure to state your purpose as Teacher Education in California when requesting a WES evaluation.

PLEASE PRINT ALL INFORMATION

PURPOSE OF EVALUATION (Check appropriate boxes)



Professional Licensing/Certification

Field TEACHER EDUCATION

State CALIFORNIA

One-day, three-day, or ten-day rush service is available for an additional cost.